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State of Georgia Office of the Inspector General

The following are the actual costs incurred in complying with the request to copy *Office of the Inspector General* records pursuant to O.C.G.A. 50-18-70. (There is no charge for the first quarter hour of time expended in record preparation.) The *Open Records Act* allows an agency to waive all fees should it so choose. The *Act* also authorizes an agency to charge up to 25 cents per page, provided that it uses the most economical means of copying reasonable available. There is no charge for simple inspection of records that are routinely subject to public disclosure. No fees other than those directly attributable to providing access where records are made available by electronic means.

Details	Hours / Copies	Hourly Rate *	Copy Rate **	Amount
Number of hours of search, retrieval & review				
No charge for first 15 minutes	0.25			
Total hours of preparation	-0.25			\$0.00
Number of hours copying				\$0.00
Number of pages			\$0.25	\$0.00
Subtotal				\$0.00
The following additional costs may be applicable	Number of copies	Cost per copy	Amount	
Audio Tapes			\$0.00	
Video Tapes			\$0.00	
Photographs			\$0.00	
CD-ROM's with digital photographs			\$0.00	
Subtotal				\$0.00
The following additional costs may be applicable	Actual Cost			
Other agency cost (specify):				
Postage				
Subtotal				\$0.00
TOTAL AMOUNT				\$0.00
Case number / Description of Records:				
Preparer's name:			Date:	
Amount Received: \$	Date	Received by Signature:		
<p>* Hourly rate: The hourly charge for administrative/clerical tasks may not exceed the salary of the lowest paid, full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the</p> <p>** Copy rate: An agency may not charge more than \$.25 per page for each copy.</p>				

Checks or Money Orders should be payable to the **Office of Planning and Budget** and mailed, along with a copy of this invoice, to the Office of the State Inspector General, 2 MLK, Jr., Dr. SW, 1102 West Tower, Atlanta, Georgia 30334.

The Office of Planning and Budget's FEI number is: 58-0973190.		
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